

# RECORDS RETENTION SCHEDULE

RC-50, Revised 12/95

Return to Public Records Administrator



STATE OF CONNECTICUT  
 Connecticut State Library  
 PUBLIC RECORDS ADMINISTRATION  
 231 Capitol Ave., Hartford, CT 06106

FOR OFFICE USE ONLY  
 Retention Schedule # \_\_\_\_\_

This schedule is  original;  revised.

If revised, enter previous retention schedule number here: # \_\_\_\_\_

Page 1 of 3 pages

Agency <b>DEPARTMENT OF ENVIRONMENTAL PROTECTION</b>	Address <b>79 ELM STREET</b>
Division or Unit <b>WASTE MANAGEMENT/STATE EMERGENCY RESPONSE COMMISSION</b>	<b>HARTFORD, CT 06106-5127</b>

(Number consecutively)	RECORD SERIES <sup>1</sup> TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION (to be filled in by State Archivist)
		Office	Records Center or approved off-site facility <sup>2</sup>	
1.	Material Safety Data Sheets (MSDS) or lists of hazardous chemicals-Submission required by Connecticut General Statutes Section 22a-609 and the Federal Emergency Planning and Community Right-to-Know Act.	Until receipt of TIER II Emergency and Hazardous Chemical Inventory Reporting form.		
	MSDS describe chemicals and contain information relative to hazards, reactivity, first aid procedures, health effects, personal protection as well as fire and explosion data. They are required by the Occupational Health and Safety Act (OSHA) to be made available to employees in a work place where hazardous chemicals are present. Facilities required by OSHA to have a MSDS must, for chemicals over a certain threshold quantity, submit a copy of the MSDS to the State Emergency Response Commission, the Local Emergency Planning Committee and the fire department with jurisdiction over the facility. A list of such chemicals may be submitted in lieu of MSDS.			

<sup>1</sup>Record Series is a group of similar or related records arranged under a single filing system or kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form.

<sup>2</sup>Records with a permanent retention period cannot be stored at the Records Center. If you believe a record should be maintained permanently outside the office, it should be appraised for possible transfer to the State Archives. In this case, leave blank, and the State Archivist will review it.

GS 1052

Approved (Agency Records Management Liaison Officer)	Typed Name of RMLO	Title	Date
Approved (State Archivist)	Date	Approved (Public Records Administrator)	Effective Date of Schedule

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Agency DEPARTMENT OF ENVIRONMENTAL PROTECTION	Address 79 ELM STREET
Division or Unit WAST MANAGEMENT/STATE EMERGENCY RESPONSE COMMISSION	HARTFORD, CT 06106-5127

(Number consecutively)	RECORD SERIES <sup>1</sup> TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION (to be filled in by State Archivist)
		Office	Records Center or approved off-site facility <sup>2</sup>	
2.	TIER II Emergency and Hazardous Chemical Inventory Reporting forms-Submission required by the Connecticut General Statutes Section 22a-610 and the Federal Emergency Planning and Community Right-to-Know Act.	Paper copies retained until transferred to computer data base. (DEP will migrate the information on data base to new technologies as warranted so that the information will be maintained permanently.)		
	TIER II forms list the amounts, hazards, storage conditions and types of containers, as well as the onsite locations of hazardous chemicals utilized by the reporting facility which exceed minimum threshold quantities, as per the regulations. Facilities subject to this requirement must submit TIER II forms by March 1 of each year to the State Emergency Response Commission, the Local Emergency Planning Committee and the fire department with jurisdiction over the facility.			

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GS 1052

Approved (Agency Records Management Liaison Officer)	Typed Name of RMLO	Title	Date
Approved (State Archivist)	Date	Approved (Public Records Administrator)	Effective Date of Schedule

# STATE RETENTION SCHEDULE

Revised 12/95

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 Connecticut State Library  
 PUBLIC RECORDS ADMINISTRATION  
 231 Capitol Ave., Hartford, CT 06106

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 Retention Schedule # 99-5-1

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Agency <b>DEPARTMENT OF ENVIRONMENTAL PROTECTION</b>	Address <b>79 ELM STREET</b>
Division or Unit <b>WASTE MANAGEMENT/STATE EMERGENCY RESPONSE COMMISSION</b>	<b>HARTFORD, CT 06106-5127</b>

(Number consecutively)	RECORD SERIES <sup>1</sup> TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION (to be filled in by State Archivist)
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3.	Toxic Chemical Release Inventory Reporting Form, Submission required by Connecticut General Statutes 22a-611 and the Federal Emergency Planning and Community Right-to-Know Act.	Paper copies retained until receipt of CD ROM from the U.S. Environmental Protection Agency		
	Toxic Chemical Release Inventory Reporting Forms contain the amounts of toxic chemicals released by the reporting facility to the air, land, and water as well as information relative to the offsite transfer by the reporting facility of toxic chemicals, onsite waste treatment, energy recovery, recycling and source reduction. They must be submitted each year by July 1 to the U.S. Environmental Protection Agency (EPA) and the State Emergency Response Commission by facilities subject to this requirement. EPA transfers all Toxic Chemical Release Inventory Reporting Forms to a CD ROM.	which will contain information identical to that on the paper copies.		

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CS 1052

Approved (Agency Records Management Liaison Officer) <i>Victoria N. Wentworth</i>	Typed Name of RMLO <b>Victoria N. Wentworth</b>	Title <b>Agency RMLO</b>	Date <b>9/8/99</b>
Approved (State Archivist) <i>Mark H. Jones</i>	Date <b>9/14/99</b>	Approved (Public Records Administrator) <i>Emile DiBella</i>	Effective Date of Schedule <b>9-14-99</b>